

**NOTICE TO PROCEED**

11 November 2024

**MOSTACO MARKETING**

68A Lalaine Bennet St., BF Resort Vill.,  
Las Piñas City

Dear **Ms. Velina:**

With the approval of the attached Purchase Order (PO) No. 000780, notice is hereby given to **MOSTACO MARKETING** to proceed with the supply and delivery of various Common Office Supplies for BCDA's use covering the 4th Quarter of 2024, according to the terms and conditions of the said PO, within fifteen (15) calendar days from the receipt of this notice.

Please indicate your concurrence by signing the Notice to Proceed on the space provided below and kindly return the same within three (3) calendar days upon the signing thereof.

Thank you.

Very truly yours,



**ATTY. ELVIRA V. ESTANISLAO**  
Senior Vice President, CSG

Conforme:



**JOJIE R. VELINA**  
JOJIE REPIA VELINA  
Authorized Representative  
**MOSTACO MARKETING**

Date: 11/11/24